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By Order of the Acting Assistant Director  
Stewart D. Smith, DHSc/s/

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TO: IHSC Public Health Service (PHS) Commissioned Corps Officers, Civilian Federal Employees and Contract Personnel

SUBJECT: Appropriate Housing Placement for Complex Patients (Medical Case Management Unit)

1. **PURPOSE:** The purpose of this Operations Memorandum (OM) is to set forth the guidance for roles and responsibilities for the Medical Case Management Unit (MCMU) in regards to the placement of Immigration Customs Enforcement (ICE) detainees including medical escorts, ICE air charter flights, and placement and transfer of detainees with complex medical or mental health needs.
2. **APPLICABILITY:** This OM applies to all ICE Health Service Corps (IHSC) federal and non-federal staff working on IHSC Medical Case Management activities.
3. **AUTHORITIES AND REFERENCES:**
  - 3-1. Title 8, Code of Federal Regulations, section 235.3 (8 CFR 235.3), Inadmissible Aliens and Expedited Removal;
  - 3-2. Section 232 of the Immigration and Nationality Act (8 USC 1222), Detention of aliens for physical and mental examination;
  - 3-3. Title 8, Code of Federal Regulations, section 232 (8 CFR 232), Detention of Aliens for Physical and Mental Examination;
  - 3-4. Section 322 of the Public Health Service Act (42 USC 249(a)), Medical Care and Treatment of Quarantined and Detained Persons;
  - 3-5. Title 42, U.S. Code, Public Health Service Act, Section 252 (42 USC 252); Medical Examination of Aliens.
4. **GUIDANCE:** The MCMU provides assistance to ICE Enforcement Removal Operations (ERO) Field Offices with regards to the appropriate placement and transfer of detainees with complex medical and/or mental health conditions.

MCMU staff also assists the IHSC Special Operations Unit with the coordination of efforts in planning medical escorts with ICE Air Charter Flights.

**4-1. Responsibilities.** Field Medical Coordinators (FMCs) assist with the coordination and planning for the transfer and placement of detainees with complex medical or mental health needs in appropriate housing at: local detention facilities, contracted facilities, IHSC-staffed facilities, hospitals, long-term care facilities, or other types of housing available to care for those detainees with special needs.

- a. If the detainee has mental health problems, the FMC collaborates with the IHSC Behavioral Health Unit (BHU) to find appropriate placement.
- b. The FMC is not involved in transfers between IHSC sites.

**5. PROCEDURES:**

**5-1.** FMCs review medical records of ICE detainees with complex medical and mental health conditions and suggest appropriate housing for them at detention facilities based on their medical or mental health needs.

**5-2.** The sending ERO Field Office will arrange for ERO acceptance by the receiving Field Office and arrange for transportation and address any issues or concerns regarding the detainee's immigration case.

**6. HISTORICAL NOTES:** This OM replaces the Medical Case Management Detainee Transfer or Release Guideline dated 18 April 2011.

**7. DEFINITIONS:**

**Behavioral Health Unit** – The Behavioral Health Unit is a unit under the Deputy Assistant Director of Clinical Service within IHSC. The Unit provides behavioral health services with a focus on meeting the best practice mental health standards to detainees in IHSC custody. The Behavioral Health Unit provides consultation on behavioral health issues, coordinates Post Order Custody Review (POCR) evaluations and any other services requested by ICE. (IHSC Operational Definition)

**Field Medical Coordinator (FMC)** – FMCs operate within the Medical Case Management Unit and are co-located with the Field Office Directors (FODs). The FMC identifies and monitors detainees with significant medical conditions, performs case monitoring on detainees who are hospitalized, and assists with alternate placement of detainees in IGSA facilities. He or she gathers information and documents for medical reviews and collaborates with appropriate health officials to ensure continuity of care upon removal for those detainees with significant health conditions. (IHSC Operational Definition)

**Medical Case Management Unit (MCMU)**– The Medical Case Management Unit is an IHSC unit under the Deputy Assistant Director for Clinical Services that provides medical consultation, reporting and coordination services; case monitoring and coordination, and monitoring of compliance with medical detention standards; identification of and monitoring detainees with significant medical conditions; case monitoring of detainees who are hospitalized; and assistance with alternative placement of detainees in IGSA facilities and ICE facilities. Unit staff members may also conduct site visits to IGSA facilities and act as a liaison between Facility Medical Authorities and ICE/IHSC.

**8. APPLICABLE STANDARDS:**

**8-1. Performance Based National Detention Standards (PBNDS):**

- a. PBNDS 2011, Section 4.3: Medical Care, Subsection W. *Continuity of Care*
- b. PBNDS 2011, Section 4.3: Medical Care, Subsection Y. *Medical Records*

**8-2. American Correctional Association (ACA):**

- a. Performance-Based Standards for Adult Local Detention Facilities, 4<sup>th</sup> edition
  - (1) 4-ALDF-4C-01: *Access to Care*
  - (2) 4-ALDF-4C-04: *Continuity of Care*
  - (3) 4-ALDF-4D-20: *Transfer*
  - (4) 4-ALDF-4D-27: *Transfer*
- b. Standards for Adult Correctional Institutions, 4<sup>th</sup> edition
  - (1) 4-4344: *Access to Care*
  - (2) 4-4347: *Continuity of Care*
  - (3) 4-4404: *Transfer*
  - (4) 4-4414: *Transfers*
- c. Performance-Based Standards for Correctional Health Care in Adult Correctional Institutions
  - (1) 1-HC-1A-04: *Continuity of Care*

**8-3. National Commission on Correctional Health Care (NCCHC):** Standards for Health Services in Jails, 2014: J-A-01: *Access to Care*



## ROUTING SLIP

**Office:** Mental Health Services

**Name** Name of Non-Citizen

**Date:** \_\_\_\_\_

**Due Date:** ASAP

**Purpose:** Availability of Health Care

**Action:** Review and approval

	Signature	Date	2 <sup>nd</sup> Pass	3 <sup>rd</sup> Pass
Preparer (print legibly)	_____	_____	_____	_____
<b>X</b> Chief Mental Health Officer	_____	_____	_____	_____
<b>X</b> Medical Director	_____	_____	_____	_____

## AVAILABILITY OF HEALTH CARE

## RESOURCE NOTES

## TEMPLATE

Date Referral Received:

**Alien's County of Origin:**

**Date of Planned Deportation:**

**Alien Number:**

**Alien's Name:**

**Alien's DOB:**

**Alien's Current Place of Residence or Detention:**

**D.O. Name:**

**Tel #:**

Fax #:

**Medical/Psychiatric Diagnosis:**

**What Kind of Treatment / Doctor Does the Alien need:**

### Brief History of Past Attempts to Remain in the USA for Medical Care:

Date/Name

## Notes

[illegible]

## AVAILABILITY OF HEALTH CARE

## RESOURCE NOTES

[illegible]

**AVAILABILITY OF HEALTH CARE**

**RESOURCE NOTES**


**TEMPLATE**  
**AVAILABILITY OF HEALTHCARE**  
**INTAKE FORM**

**Referral Information**

Date Received: \_\_\_\_\_ Method: ☐Email ☐DHL ☐Fax ☐Other  
Referring Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Tel. #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Type of Contact: ☐ ICE ☐ MCC ☐ SPC

**Patient Information**

Name: \_\_\_\_\_ Alien Number: \_\_\_\_\_  
Country of Origin: \_\_\_\_\_  
DOB: \_\_\_\_\_  
Person with Medical Condition: \_\_\_\_\_  
☐ In Community ☐ In Detention Location: \_\_\_\_\_  
Medical Condition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medications and Treatment Needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Doctors and Specialists: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Case Status and Other Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Next Steps to be Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_